

Creating a Link Sheet Using Microsoft Word

- Create a Title for your page using WordArt or the Header (View – Header and Footer).
- A link sheet is created using the Table feature. Go to Table – Insert – Table, Select **2** Columns and **4** Rows, Select “Auto Fit to Window”
- Use Row 1 and Row 3 for your titles. To shade these rows:
 - Highlight the row using the mouse key.
 - Click on the paint bucket icon (if you do not see this at the top of your screen, go to View – Toolbars – Tables and Borders).
 - Select gray.

Verbal Description	Table of Values
Graph	Symbolic Rule

- Use Row 2 and Row 4 to add in your story, graph, questions, and table. Make these rows as large as you need. Text can be added directly to your link, no text box needed.

Verbal Description	Table of Values
Graph	Symbolic Rule

- To create a table of values:
 - Place your cursor in the Table of Values quadrant.
 - Center your cursor and press Enter.
 - Use Table – Insert – Table to draw another table. Select the appropriate number of columns and rows and then select the AutoFit behavior (NOTE: the table at the top of the next page is “AutoFit to Window.”)

Verbal Description	Table of Values		
	<table border="1"> <tr> <td data-bbox="824 302 1102 1100"></td><td data-bbox="1102 302 1383 1100"></td></tr> </table>		
Graph	Symbolic Rule		

- To create a graph, you can:
 - Copy and paste one from the Internet.
 - Physically copy and paste a graph onto your link after printing.
 - Draw one within a text box using the Drawing Toolbar (View – Toolbars – Drawing) (see below for a small version of a drawn graph).

Verbal Description	Table of Values		
	<table border="1"> <tr> <td data-bbox="873 898 1149 1696"></td><td data-bbox="1149 898 1430 1696"></td></tr> </table>		

Graph	Symbolic Rule
	